



Belize Companies and Corporate Affairs Registry

CHECKLIST- CHANGE IN PARTICULARS IN A BUSINESS NAME REGISTRATION

Instructions: Kindly review the below checklist to ensure you have met all the requirements to register a company without liability. We encourage you to read the Companies Act 247, revised edition 2011 to understand the full requirements and obligations of a company incorporation. For inquiries on fees and vetting of documents, kindly email info@belizecompaniesregistry.gov.bz. If you know your fees and all documents are in order, kindly provide proof of payment and email orders@belizecompaniesregistry.gov.bz for processing.

	Requirements
1.	Cover Letter requesting the change in particulars of a business name registration & state the total payment [provide proof of payment]
2.	Proof of payment as per fee schedule - deposit slip/ online transfer receipt and banking details (Name of account holder and bank the transfer is being made from)
3.	Completed Name Availability form if applicable.
4.	Completed: Form 6 [Individual] OR Form 7 [Partnership] OR Form 8 and Form 11 [Corporation] *Form 11 is to be used in instances where a corporation is involved.
5.	Original Business Name Certificate – this is to be returned to us in order to carry out the change in particulars.
6.	Valid ID [Social Security Card (front and back) or Passport] for the person(s) registering the change in particulars of the business name registration. This includes old and new owners where they are changing ownership. The ID must be a clear copy.
7.	<p>Proof of Address: for the person(s) registering the change in the particulars of the Business Name registration. Example: Utility Bill, Rental Agreement, etc. <i>The Utility bill must be recent, within the past 3 months.</i></p> <p>Where the person registering the changes in the particulars of the Business name registration does not have a utility bill in his or her name but is renting or living with someone else then:</p> <p>The said person(s) will then need to submit the following:</p> <ul style="list-style-type: none"> (i) A completed a statutory declaration form from the landlord signed by a Justice of the Peace; (ii) an ID from the landlord and; (iii) a copy of a utility bill in the landlord’s name.
	NOTE: <i>Foreigners will need to apply with a Belizean Partners or someone with a Permanent Residence to be able to register a Business Name.</i>